

Recommended Business Books

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Note: The books are some favorites from my personal library

Last Updated November 22, 2008

TOP AUTHORS (READ ANYTHING THEY WRITE)

- ❑ Peters, Tom
- ❑ Drucker, Peter F.
- ❑ Warren Buffett – read books by him or about him or watch podcasts of his interviews. Also, you can go to his company's website: www.berkshirehathaway.com and read, "Warren Buffett's Letters to Berkshire Shareholders" his letters to shareholders and narrative in the company's annual reports.

BOOKS

CEO

- ❑ *The Five Temptations of a CEO: A Leadership Fable*, Jossey-Bass. Lencioni, 1998.

Family Business

- ❑ *You Can't Fire Me, I'm Your Father*, Koenig. Kipplinger Books, 2000.

General Management

- ❑ *Good to Great, Why Some Companies Make the Leap . . . and Others Don't*, Collins. Harper Business, 2001
- ❑ *The Great Game of Business*, Stack and Burlingham. Currency Doubleday, 1992.

- ❑ *The Open-Book Experience, Lessons from Over 100 Companies Who Successfully Transformed Themselves*, Case. Addison Wesley, 1998.

Globalization

- ❑ *The World is Flat, A Brief History of the Twenty-first Century*, Friedman. Farrar, Straus and Giroux, 2005.

Negotiation

- ❑ *Getting Past No: Negotiating Your Way From Confrontation to Cooperation*, Ury. Bantam Books, 1991.
- ❑ *Getting to YES: Negotiating Agreement Without Giving In*, Fisher and Ury. Houghton Mifflin, 1981.
- ❑ *Getting Together: Building Relationships As We Negotiate*, Fisher and Brown. Houghton Mifflin Company 1988, Penguin Books, 1989.

Leadership

- ❑ *Death by Meeting*, Lencioni, Jossey-Bass, 2004.
- ❑ *Leaders, The Strategies for Taking Charge*, Bennis & Nanus. Harper Business, 1997.
- ❑ *The Four Obsessions of an Extraordinary Executive*, Lencioni. Jossey-Bass, 2000.
- ❑ *The Visionary Leader*, Wall, Solum, and Sobol. Prima Publishing, 1992

People

- ❑ *Difficult Conversations, How to Discuss What Matters Most*, Stone, Patton and Heen. Penguin Books, 1999.
- ❑ *Fierce Conversations: Achieving Success at Work & in Life, One Conversation at a Time*, Scott. Viking Press, 2002.

- ❑ *Flight of the Buffalo, Soaring to Excellence, Learning to Let Employees Lead*, Belasco and Stayer. Warner Books, Inc., 1993.
- ❑ *How to Win Friends and Influence People*, Carnegie. Pocket, 1937.
- ❑ *Learned Optimism: How to Change Your Mind and Your Life*, Seligman. Pocket Books, 1992.
- ❑ *People Skills*, Bolton. Simon & Schuster, 1986.
- ❑ *Principle-Centered Leadership*, Covey. Summit Books, 1991.
- ❑ *The One Minute Manager*, Blanchard and Johnson. Berkley Books, 1982.
- ❑ *The Platinum Rule, discover the Four Basic Business Personalities – and How They Can Lead You to Success*, Alessandra and O'Connor. Warner Business Books, 1998
- ❑ *Work it Out, Clues for Solving People Problems at Work*, Hirsh and Kise. Davies-Black Publishing, 1996.
- ❑ *Working Together, A Personality-Centered Approach to Management*, Isachsen and Berens. Institute for Management Development, 1998.

Personal Career

- ❑ *The What Color is Your Parachute Workbook, How to Create a Picture of Your Ideal Job or Next Career*, Bolles. Ten Speed Press, 2005 (updated book to be published in March, 2009)

Personal Organization

- ❑ *Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*, Tracy. Barrett-Koehler Publishers, 2001.
- ❑ *Execution, The Discipline of Getting Things Done*, Bossidy and Charan. Crown Business, 2002.

- ❑ *First Things First*, Covey, Merrill and Merrill. Simon & Schuster, 1994.
- ❑ *How to Get Control of Your Time and Your Life*, Lakein. Signet Book, 1996. (*Excellent book, but sexist in an old fashioned way*)
- ❑ *Repacking Your Bags, Lighten Your Load for the Rest of Your Life*, Leider and Shapiro. Barrett-Koehler Publishers, 1995.
- ❑ *The Effective Executive, The Definitive Guide To Getting the Right Things Done*, Drucker. Collins Business Essentials, 2002.
- ❑ *The 7 of Highly Effective People: Powerful Lessons in Personal Change*, Covey. Fireside Publication, 1990.
- ❑ *The 80/20 Principle: The Secret to Success by Achieving More with Less*, Koch. Currency / Doubleday, 1998.

Production / Project Management

- ❑ *Critical Chain*, Goldratt, The North River Press, 1997.
- ❑ *The Goal: A Process of Ongoing Improvement*, Goldratt and Cox. North River Press, Inc., 1984.

Self-Improvement

- ❑ *Don't Sweat the Small Stuff . . . and it's all small stuff*, Carlson. Hyperion, 1997.
- ❑ *The Success Principles: How to Get From Where You Are to Where You Want to Be*, Canfield and Switzer. Collins Living, 2004.
- ❑ *Tuesdays with Morrie: An Old Man, a Young Man and the Last Great Lesson*, Albom. Doubleday Books. 1997.

Small Business

- *The E-Myth Revisited: Why Most Small Businesses Don't Work and What to Do About It*, Gerber. 1995

Teams

- *The Five Dysfunctions of a Team*, Lencioni. Jossey-Bass, 2002.

Thinking

- *Six Thinking Hats*, De Bono. Little Brown and Company, 1986.